DLA Logistics Management Standards

(formerly DLMSO)

DoD Activity Address Directory (DoDAAD)

DLMS Training Catalog

Module 1 - Introduction to the DLMS

Module 2 - Electronic Data Interchange (EDI) Basics and ASC X12 EDI Definitions and Concepts

Module 3 - DLMS Functionality & Transaction Life-Cycle

Module 4 - DLMS Transaction Supplement Content

Module 4F - DLMS Functional Financial Transaction Life-Cycle

Module 5 - IUID & RFID - Emerging Technologies

Module 6 - Creating/Reengineering DOD Logistics Business Processes

Module 6A - DLMS Configuration Management (stand alone Module)

Module 7 - Enterprise Interoperability Tools

Module 8 - DoD Activity Address Directory (DoDAAD)

Module 8 Structure

- DoDAAD Definition, Users, and Content
- DoDAAC Structure
- Governance Process
- DoDAAD Architecture
- How to Update and Query the DoDAAD
- Additional References

Module 8 Objectives

Students will be able to answer:

- **What is the DoDAAD?**
- **What is the Structure of a DoDAAC?**
- **What are the four TACs and how are they used?**
- **What is DAASINQ (viewing a DoDAAC)?**
- **How to edit a DoDAAC?**
- **How to delete and/or create a new DoDAAC?**
- **What is the Governance Structure?**

What is the DoDAAD?

- **DoDAAD is the master database that contains the names, addresses, and other data about activities that are needed by business systems.**
- **The DoD Activity Address Code (a 6-position code) is the key to accessing the information in the DoDAAD.**
- **The DoDAAD used throughout the federal supply system to requisition, ship, and bill for material.**
- **Each Service/Agency has a Central Service Point (CSP) authorized to add, change, or delete DoDAACs for their particular Service/Agency.**

Who uses the DoDAAD?

- **The address data is used for shipping, billing, and identification purposes by Military Services, Federal Agencies, and civil agencies.**
- **Some business application systems requiring DoDAAD data to support their business processes include (but are not limited to): supply chain, material management, distribution, transportation, maintenance, financial, and acquisition systems.**
- **All DoD, Federal, and Commercial shippers, use the DoDAAD for address information**

The DoDAAD Database Content

- **100+ data elements related to each DoDAAC**
  - **Requisitioner, ship-to, and bill-to addresses;**
  - **Electronic Communications Routing Identifier Code;**
  - **Break Bulk Point Code; Port of Debarkation Code;**
  - **Authority Code; CAGE Code; Major Command Code;**
  - **Points of Contact; etc., etc.**
- **Basis for determination of:**
  - **Ship to location for all systems for all shipments from:**
    - **DoD Shippers**
    - **Vendor Shippers**
    - **Federal Agency Shippers**
  - **Wide Area Work Flow payment information routing**
  - **The bill paying office for interfund billing**
- **Basis of Business Partner Number to identify Intergovernmental buyers and sellers for**

TAC – Type of Address Code

- **A DoDAAC may have up to four distinct addresses associated with it in the DoDAAD database. The Type of Address Code differentiates the addresses as follows:**
- **TAC 1 – Official mailing address of the activity from USPS/MPSA. This address is mandatory and may also be Ship-to address if no TAC 2 is present and/or the Bill To address if no TAC 3**
- **TAC 2 – Ship-to Address - if different from TAC 1**
- **TAC 3 – Billing Address - if different from TAC 1**
- **TAC 4 – Commercial Small Parcel Address - if different from TAC 2**

DoD Activity Address Code (DoDAAC) Structure

- The DoDAAC is a six-position, alphanumeric field that uses all available characters (however the use of the letters “O” & “I” is not permitted)
- DoDAACs are structured by Service and Agency Code in accordance with DLM 4000.25-1-M, Appendix 2.2
- All six positions of the DoDAAC are significant
  - DoDAACs beginning with an alpha character belong to a DOD activity or a contractor sponsored by a DoD activity
  - DoDAACs beginning with two numeric characters belong to civil agency activity
  - DoDAACs beginning with numeric followed by an alpha belong to authorized special programs, including state, local or other entity
  - DoDAACs may be structured at a lower level by CSPs for

DoDAAC Authority Code

Authority Code assigned by CSP limits authorized use:

- **00 - Requisition, full authority**
- **01 - Ship-to Only**
- **02 - Finance, Bill-to Only**
- **03 - Do Not Ship to**
- **04 - DLA Disposition Services Only**
- **05 - Non-Requisition**
- **06 - Free Issue**
- **07 - Administrative**

Who can create a DoDAAC?

- **Central Service Points (CSPs) are assigned to create and maintain DoDAACs by Service & Agency Code**
- **Each Military Service/Agency assigns a CSP at the Service/Agency level**
- **General Services Administration (GSA) serves as the CSP for all non-DoD Federal agencies except United States Postal Service which assigns it's own**
- **Non-Federal Agency DoDAACs for authorized special programs (state, local, other) have specific CSPs assigned**
- **The list of CSPs is on the DLA Logistics Management Standards web site**

DoDAAC Usage

- **Password to the Federal Supply Systems – used to obtain materiel from DoD or federal sources**
- **Authority Code determines use**
- **Key to the DoD Activity Address Directory (DoDAAD)**
  - **Reference repository containing 100+ data elements per DoDAAC**
  - **Referenced by 100s of supply, transportation, financial and acquisition systems 1M+ times daily**
- **Occurs at least once in nearly all Logistics Transactions**
- **First 6 Characters of**
  - **Every requisition Document Number**
  - **Every Contract Number**
- **Last 6 characters of DoD Business Partner Number (BPN)**
  - **Basis for identifying DoD Buying and Selling activities**
  - **BPN is used for financial eliminations and account**

DoDAAC/DoDAAD Gee Wiz Metrics

- Critical reference repository for over 50 years
- >300K active DoDAACs
- >150K are Federal Agency and Contractor DoDAACs
- >900K activity addresses
- >90 CSPs control data content
- 9K data maintenance actions monthly
- 100s of Component business systems rely on it
- 1M+ Component application system accesses daily

DoDAAD – Governance

- **DLA Logistics Management Standards DoDAAD System Administrator ensures the DoDAAD meets user requirements by:**
  - **Chairing the DoDAAD Process Review Committee (PRC)**
  - **Coordinating DLMS DoDAAC Changes**
  - **Publishing DoDAAD procedures in DLM 4000.25-M**
- **DLA Transaction Services is responsible for ensuring 24x7 DoDAAD availability by:**
  - **Maintaining the hardware, software & authoritative database**
  - **Controlling access to DoDAAD and data distribution**
  - **Implementing functional requirements/approved changes**
  - **Providing help desk services and operation procedures**

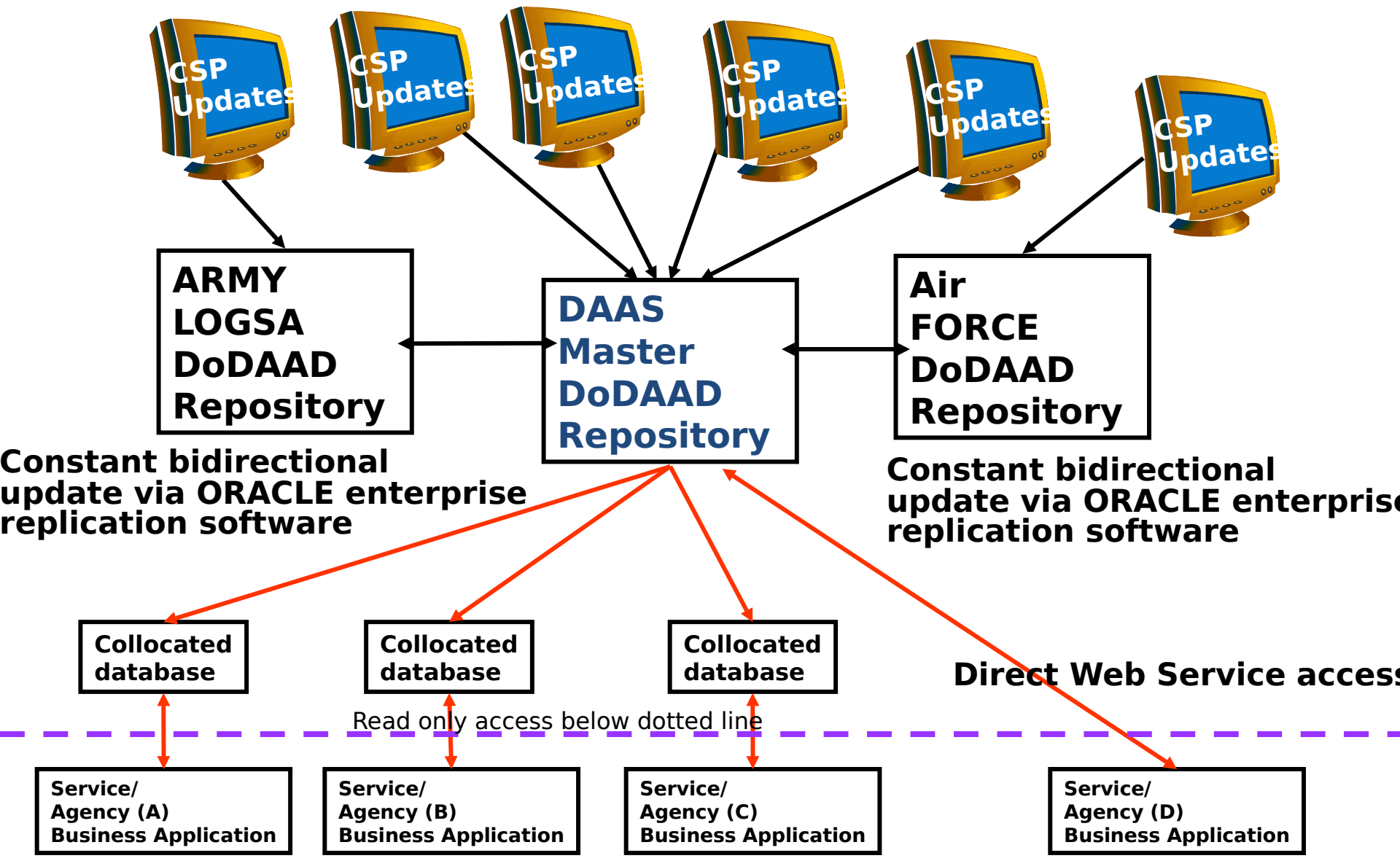
DODAAD – Governance Continued

- **CSPs are responsible for ensuring the accuracy and currency of their authoritative data within the DoDAAD by:**
  - **Complying with DLM 4000.25-M DoDAAD procedures**
  - **Establishing supporting Component policies/processes**
  - **Participating in the DoDAAD Process Review Committee**
  - **Maintaining close relationships with their customers**
  - **Establishing & overseeing DoDAAD monitors as needed**

DoDAAD Environment

- **The DoDAAD uses an Oracle database running 24/7 at DLA Transaction Services allowing for real-time data maintenance actions, application system data access, and web based queries**
- **Strict database maintenance and access controls are applied by DLA Transaction Services**
- **DoDAAD database available to applications via:**
  - **Automatic database-to-database replication process maintaining constant synchronization of the DAAS authoritative database and all copies**

DoDAAD Architecture



DoDAAD – Adding a new DoDAAC

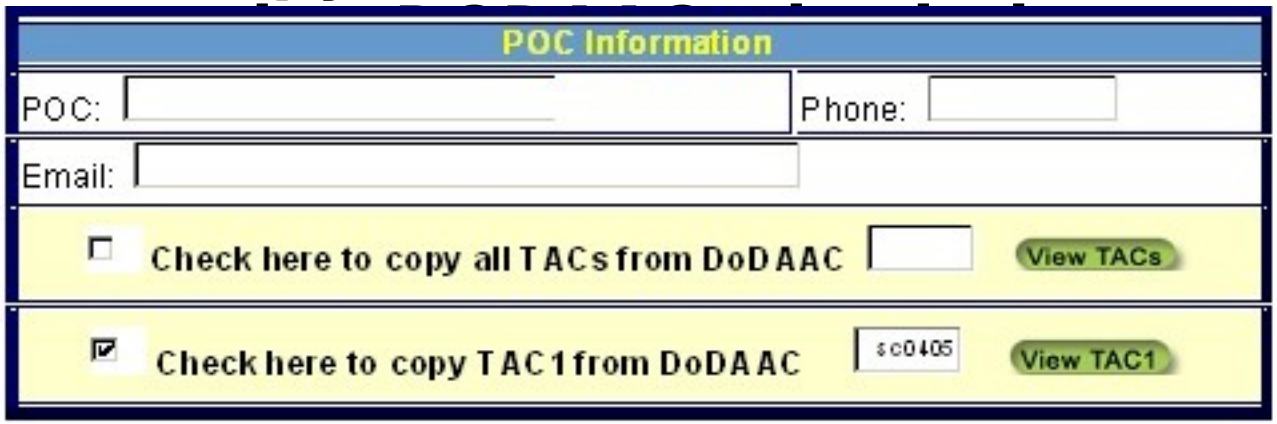
- **After Login, the first screen prompts for a DoDAAC. If an existing DoDAAC is entered, you will be presented an update screen. If a non-existing DoDAAC is entered, you will be presented with a add screen.**

DoDAAD – Adding DoDAAC (cont.)

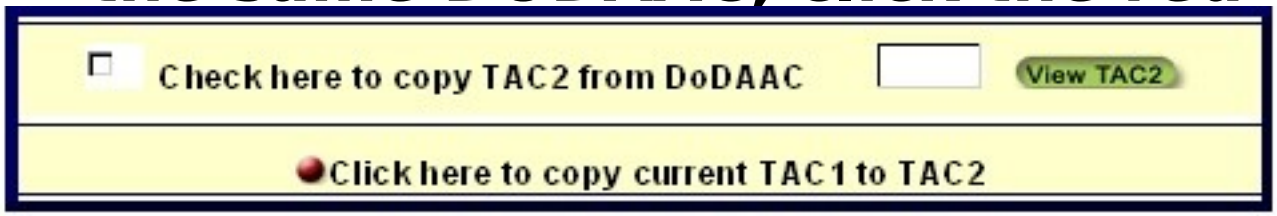
- **Basic information required to create a DoDAAC is DoDAAC, COMMRI, and TAC 1 address.**
- **To speed up the creation process, TAC information may be copied from another DoDAAC**

DODAAD – "Copy To"

- There are multiple methods to copy information:
  - To copy from a TAC address from [illegible] and



  - To copy a TAC address from within the same DODAAC, click the red

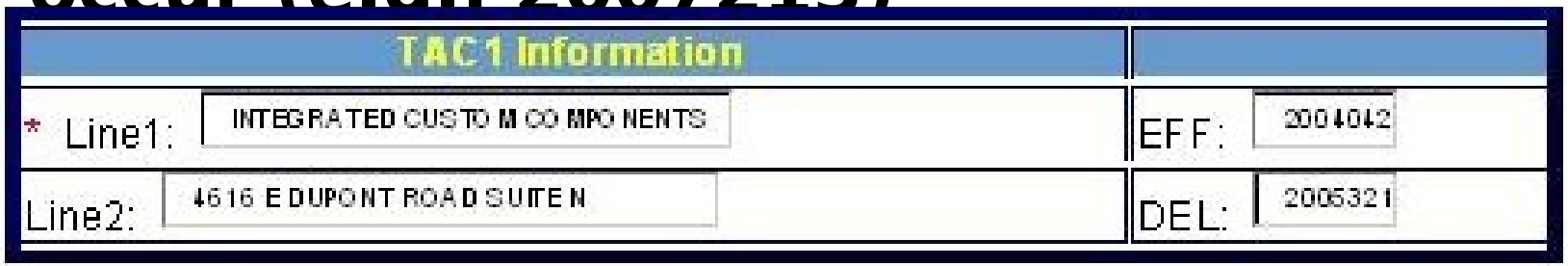


DODAAD – Modify

- **To modify an existing DODAAC, you simply start by entering the specific DODAAC (6 positions) & click submit**
- **After you have changed the record, click the "Save" button to write your changes back to the DO**

DODAAD – Delete function

- **The Delete function is similar to the Modify function. Fill in an existing DODAAC and click submit to retrieve the record**
- **Tab to the "DEL" field and enter the Julian date of when the delete should occur (e.g., 2007213)**



DODAAD – Future Effective Dates

- **The DODAAD also supports future effective dates. If the change should not be applied immediately, enter the Julian date of when the change event should occur (e.g., 2007213) and the change will wait in a pending state until the date occurs**

TAC1 Information	
* Line1: INTEGRATED CUSTOMCOMPONENTS	EFF: 2004042
Line2: 4616 E DUPONT ROAD SUITE N	DEL: 2005321

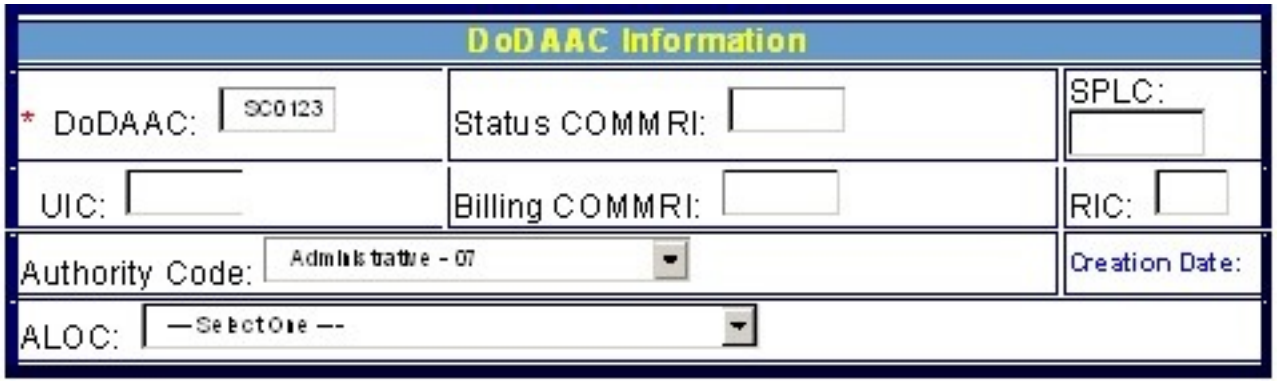
DoDAAD – Free Form function

Sometimes the goal is to enter something other than an address (i.e. telephone numbers for deployed ships, 'CALL NAVSUP GLS', etc.) . The "Free Form" indicator will bypass the City/State/Zip code edits to allow mes

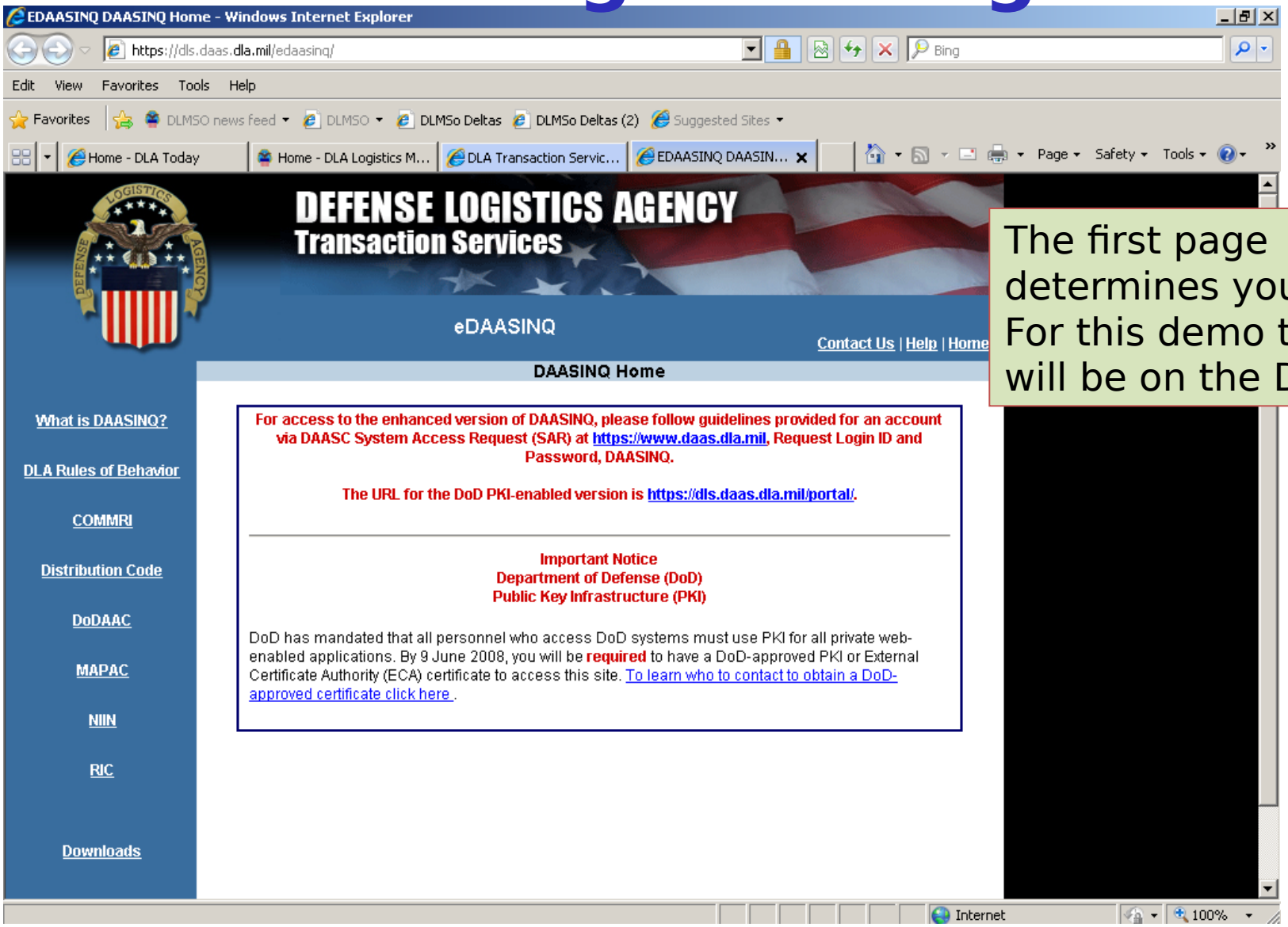
DoDAAD – Authority Code

The Authority code controls how the DoDAAC can be used. A dropdown list provides the allowable options. If nothing is selected, the use will default to "00 - Requisition"

- **00 – Requisition**
- **01 – Ship-To Only**
- **02 – Bill-To Only**
- **03 – Do Not Ship-To**
- **04 – DDS Only**
- **05 – Non-Requisition**
- **06 – Free Issue**
- **07 - Administration**

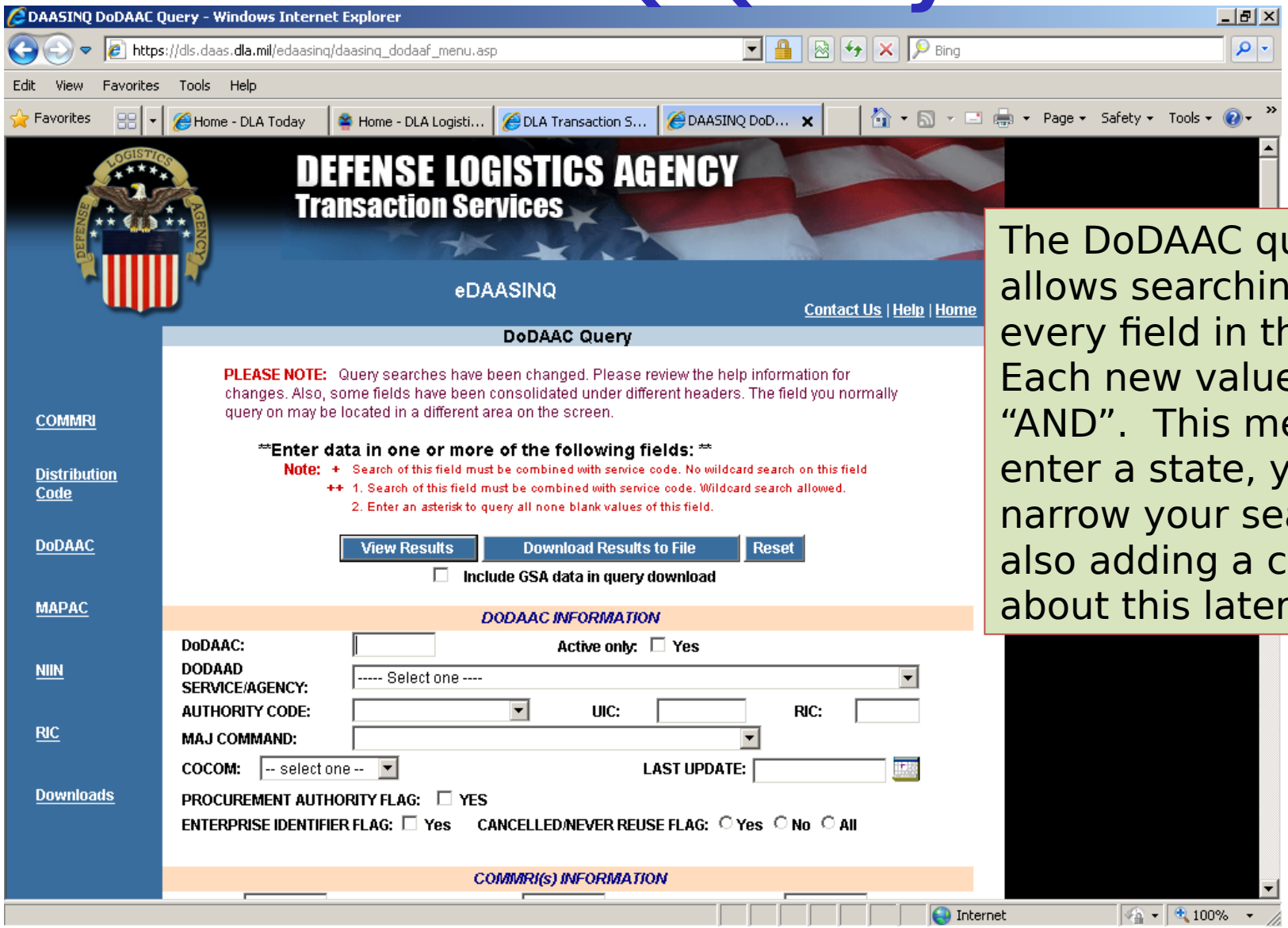


Navigation Page


EDAASINQ DAASINQ Home - Windows Internet Explorer
https://dls.daas.dla.mil/edaasinq/
Bing
Edit View Favorites Tools Help
Favorites
DLMSO news feed
DLMSO
DLMSo Deltas
DLMSo Deltas (2)
Suggested Sites
Home - DLA Today
Home - DLA Logistics M...
DLA Transaction Servic...
EDAASINQ DAASIN...
Page
Safety
Tools
DEFENSE LOGISTICS AGENCY
Transaction Services
eDAASINQ
Contact Us | Help | Home
DAASINQ Home
What is DAASINQ?
DLA Rules of Behavior
COMMRI
Distribution Code
DoDAAC
MAPAC
NIIN
RIC
Downloads
For access to the enhanced version of DAASINQ, please follow guidelines provided for an account via DAASC System Access Request (SAR) at https://www.daas.dla.mil, Request Login ID and Password, DAASINQ.
The URL for the DoD PKI-enabled version is https://dls.daas.dla.mil/portal/.
Important Notice
Department of Defense (DoD)
Public Key Infrastructure (PKI)
DoD has mandated that all personnel who access DoD systems must use PKI for all private web-enabled applications. By 9 June 2008, you will be required to have a DoD-approved PKI or External Certificate Authority (ECA) certificate to access this site. To learn who to contact to obtain a DoD-approved certificate click here .
Internet
100%

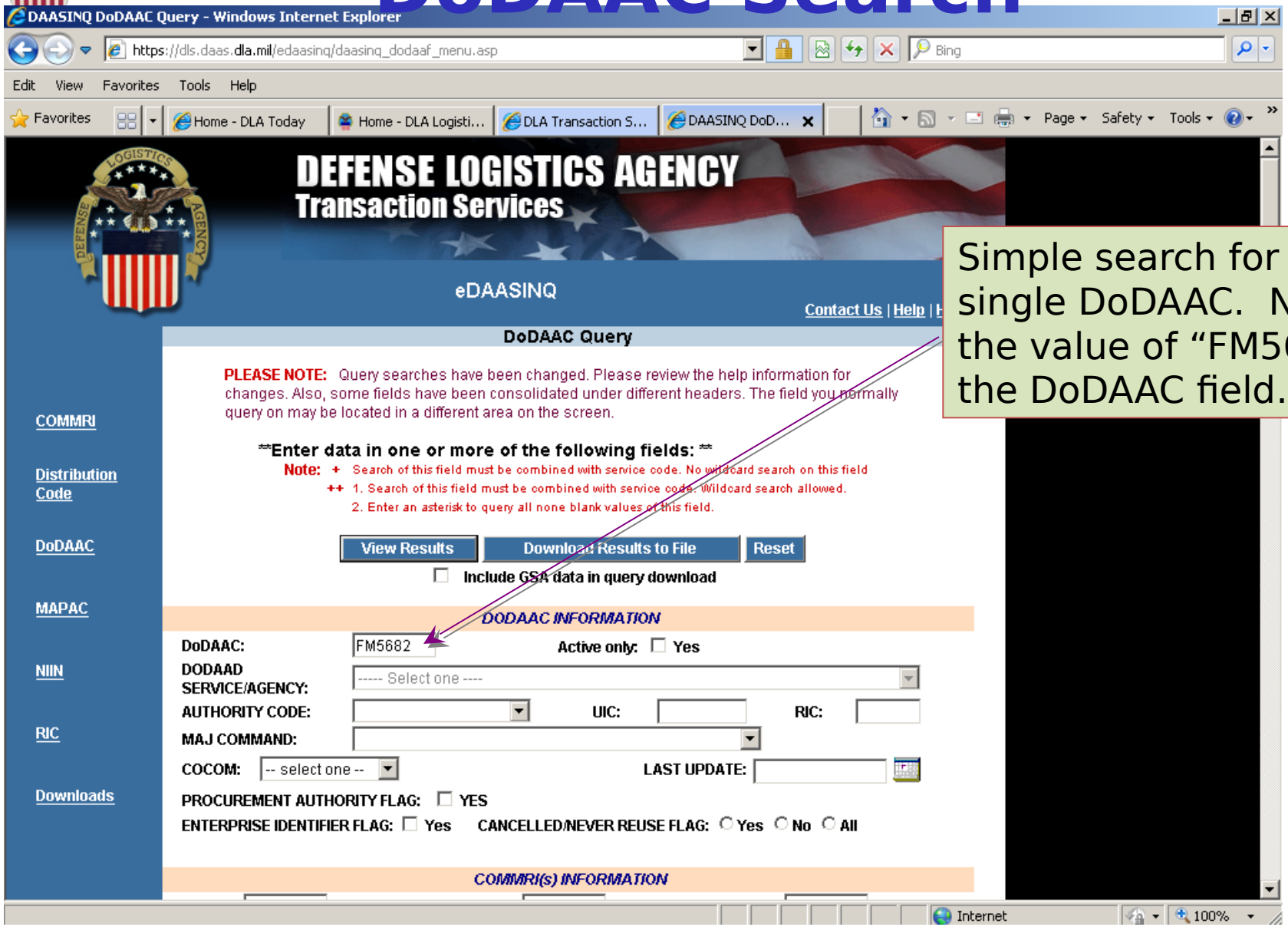
The first page determines your search. For this demo the focus will be on the DoDAAC.

eDAASINQ Query Screen


DAASINQ DoDAAC Query - Windows Internet Explorer
https://dls.daas.dla.mil/edaasinq/daasinq_dodaaf_menu.asp
DEFENSE LOGISTICS AGENCY
Transaction Services
eDAASINQ
Contact Us | Help | Home
DoDAAC Query
PLEASE NOTE: Query searches have been changed. Please review the help information for changes. Also, some fields have been consolidated under different headers. The field you normally query on may be located in a different area on the screen.
**Enter data in one or more of the following fields: **
Note: + Search of this field must be combined with service code. No wildcard search on this field
++ 1. Search of this field must be combined with service code. Wildcard search allowed.
2. Enter an asterisk to query all none blank values of this field.
View Results
Download Results to File
Reset
Include GSA data in query download
DODAAC INFORMATION
DoDAAC:
Active only: Yes
DODAAD SERVICE/AGENCY:
---- Select one ----
AUTHORITY CODE:
UIC:
RIC:
MAJ COMMAND:
COCOM:
-- select one --
LAST UPDATE:
PROCUREMENT AUTHORITY FLAG: YES
ENTERPRISE IDENTIFIER FLAG: Yes
CANCELLED/NEVER REUSE FLAG: Yes No All
COMMRI(s) INFORMATION
COMMRI
Distribution Code
DoDAAC
MAPAC
NIIN
RIC
Downloads

The DoDAAC query allows searching on every field in the table. Each new value is a logic "AND". This means if you enter a state, you can narrow your search by also adding a city. More about this later…

DoDAAC Search


DAASINQ DoDAAC Query - Windows Internet Explorer
https://dls.daas.dla.mil/edaasinq/daasinq_dodaaf_menu.asp
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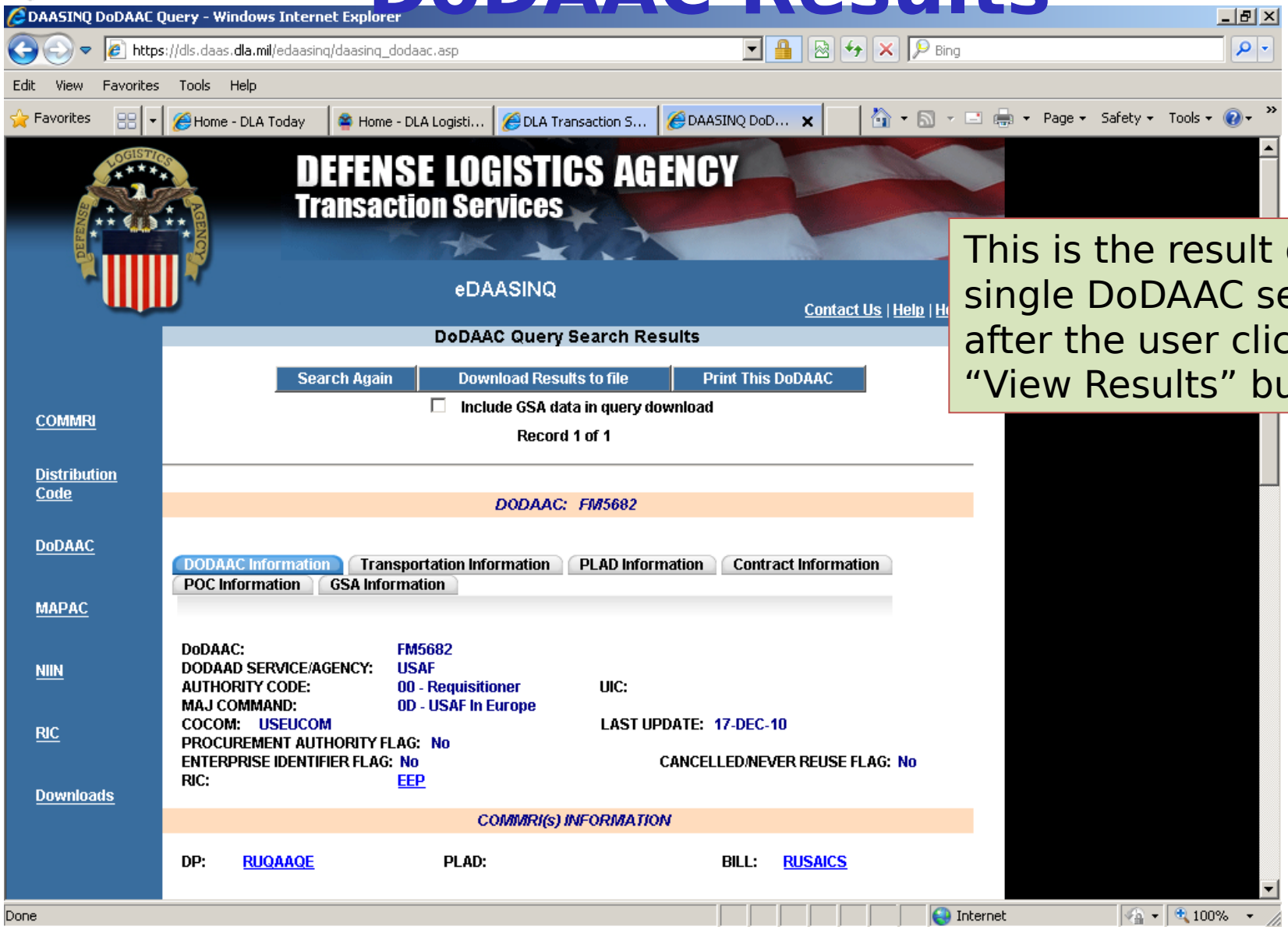
2. Enter an asterisk to query all none blank values of this field.
View Results
Download Results to File
Reset
Include GSA data in query download
DODAAC INFORMATION
DoDAAC: FM5682
Active only: Yes
DODAAD SERVICE/AGENCY: ----- Select one ----
AUTHORITY CODE:
UIC:
RIC:
MAJ COMMAND:
COCOM: -- select one --
LAST UPDATE:
PROCUREMENT AUTHORITY FLAG: YES
ENTERPRISE IDENTIFIER FLAG: Yes
CANCELLED/NEVER REUSE FLAG: Yes No All
COMMRI(s) INFORMATION
COMMRI
Distribution Code
DoDAAC
MAPAC
NIIN
RIC
Downloads

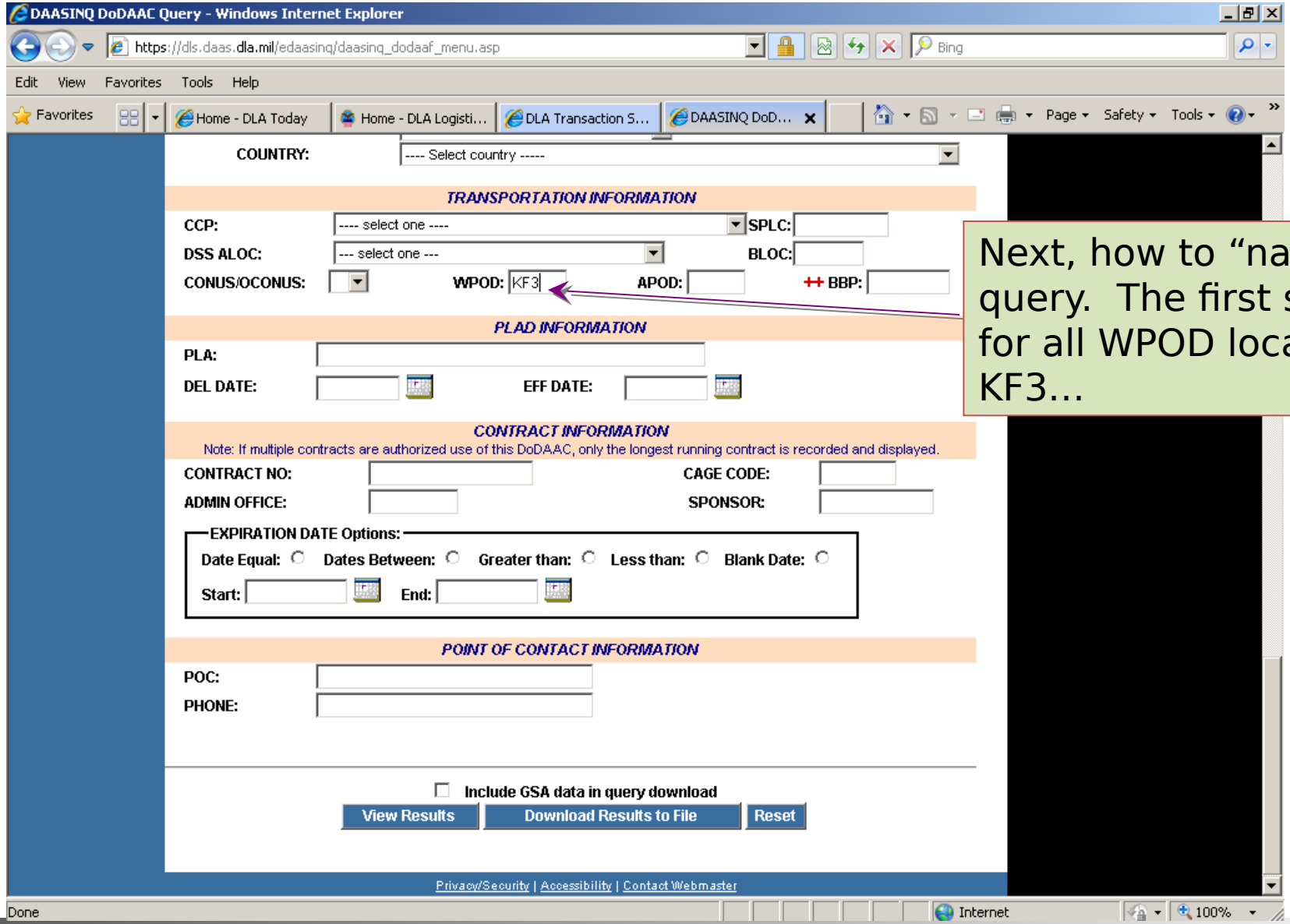
Simple search for a single DoDAAC. Notice the value of "FM5682" in the DoDAAC field...

DoDAAC Results



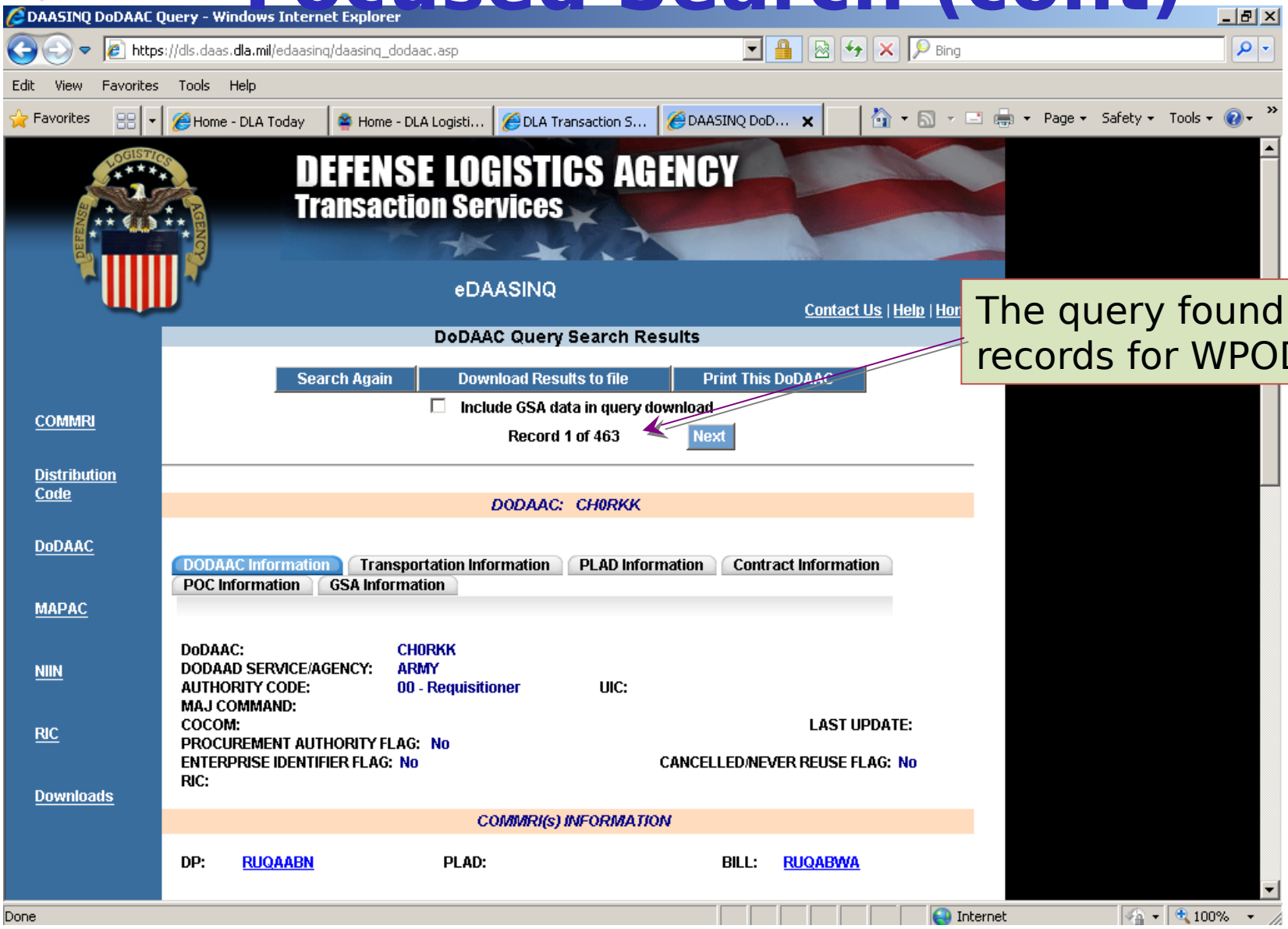
This is the result of you single DoDAAC search, after the user clicks the “View Results” button.

Focused Search



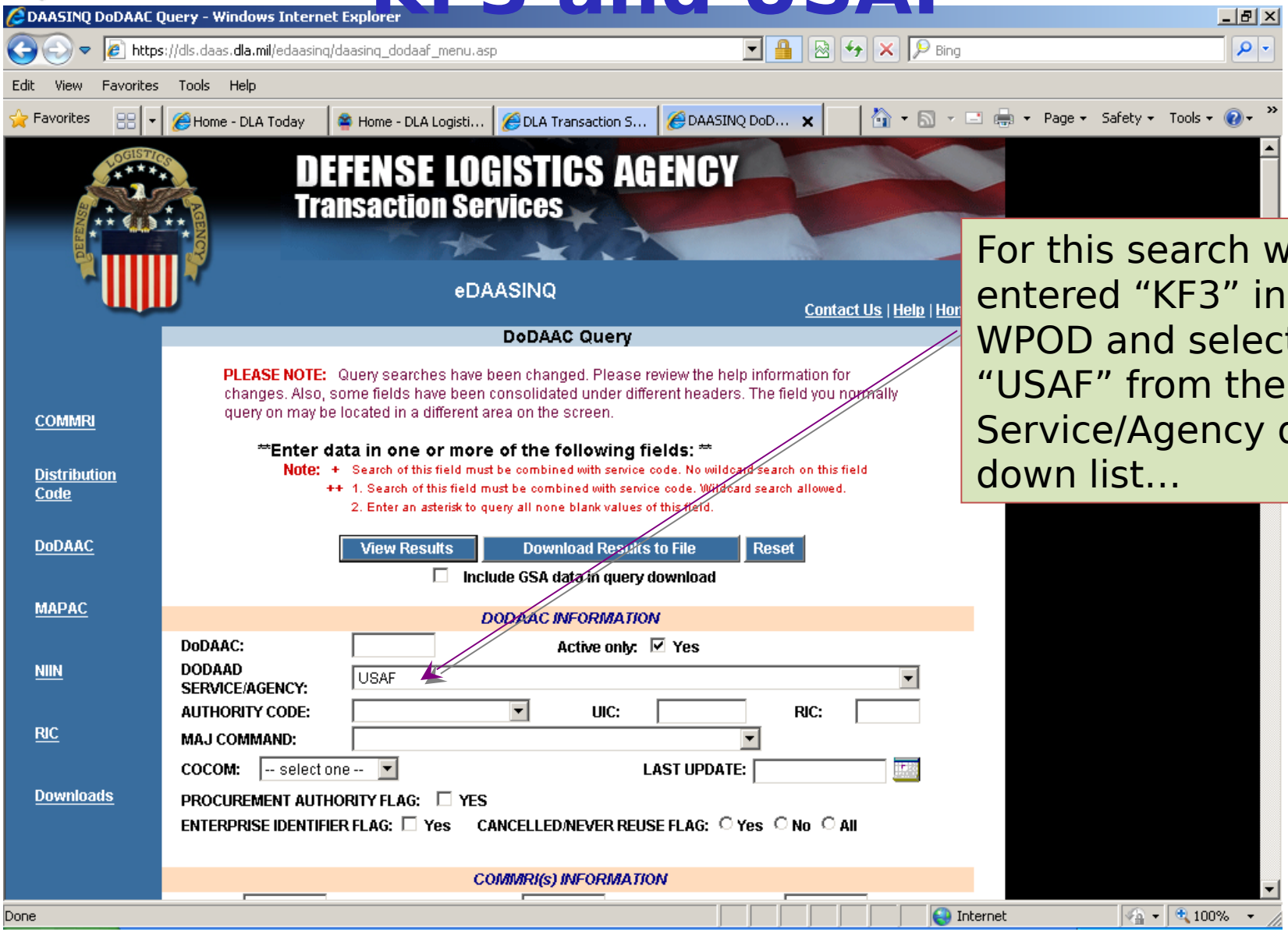
Next, how to “narrow” a query. The first search is for all WPOD located at KF3…

Focused Search (cont)



The query found 483 records for WPOD KF3...

KF3 and USAF


DAASINQ DoDAAC Query - Windows Internet Explorer
https://dls.daas.dla.mil/edaasinq/daasinq_dodaaf_menu.asp
DEFENSE LOGISTICS AGENCY
Transaction Services
eDAASINQ
Contact Us | Help
DoDAAC Query
PLEASE NOTE: Query searches have been changed. Please review the help information for changes. Also, some fields have been consolidated under different headers. The field you normally query on may be located in a different area on the screen.
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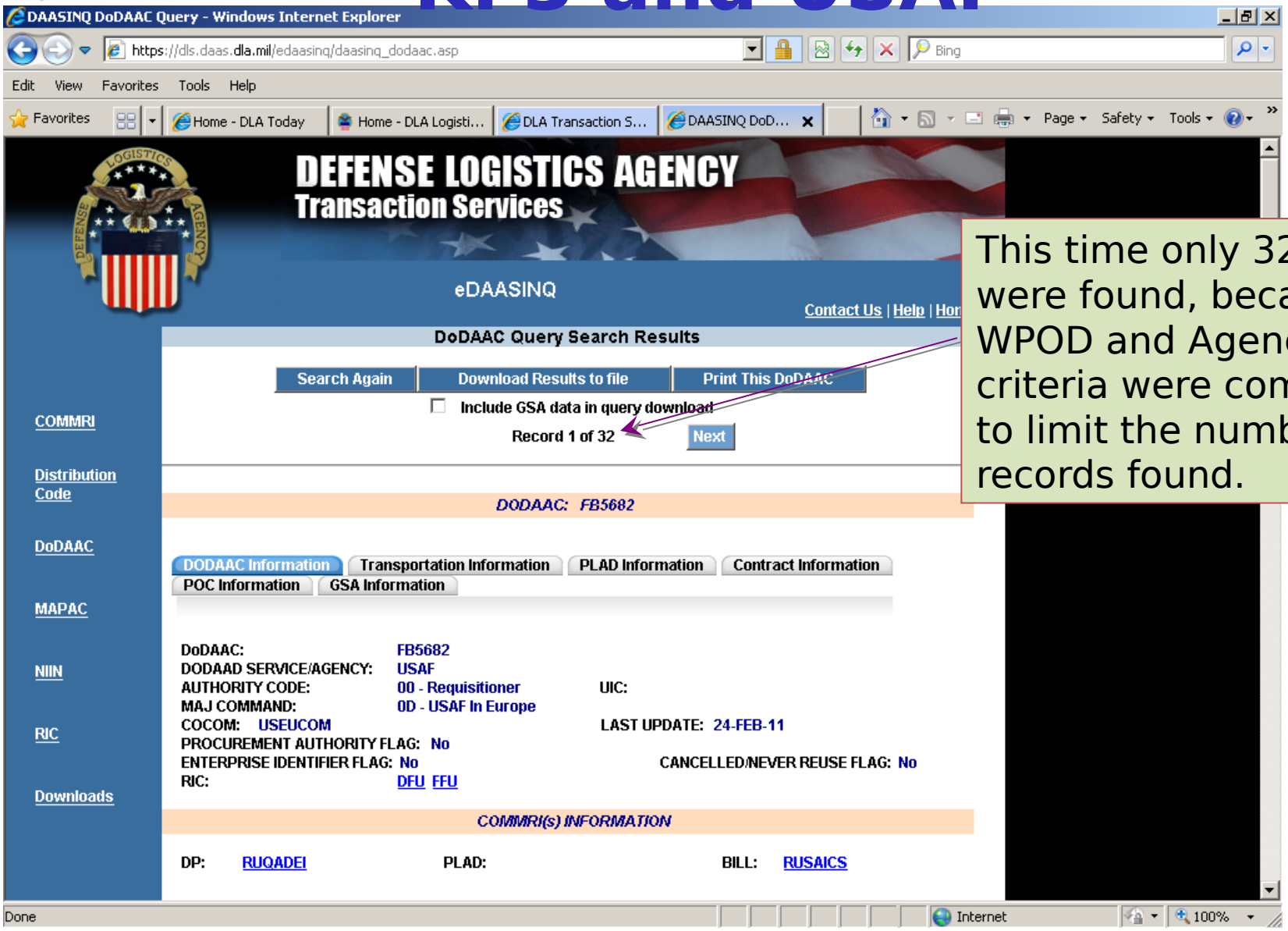
++ 1. Search of this field must be combined with service code. Wildcard search allowed.
2. Enter an asterisk to query all none blank values of this field.
View Results
Download Results to File
Reset
Include GSA data in query download
COMMRI
Distribution Code
DoDAAC
MAPAC
NIIN
RIC
Downloads
DODAAC INFORMATION
DoDAAC:
Active only: Yes
DODAAD SERVICE/AGENCY:
USAF
AUTHORITY CODE:
UIC:
RIC:
MAJ COMMAND:
COCOM:
-- select one --
LAST UPDATE:
PROCUREMENT AUTHORITY FLAG: YES
ENTERPRISE IDENTIFIER FLAG: Yes
CANCELLED/NEVER REUSE FLAG: Yes No All
COMMRI(s) INFORMATION
Done
Internet
100%

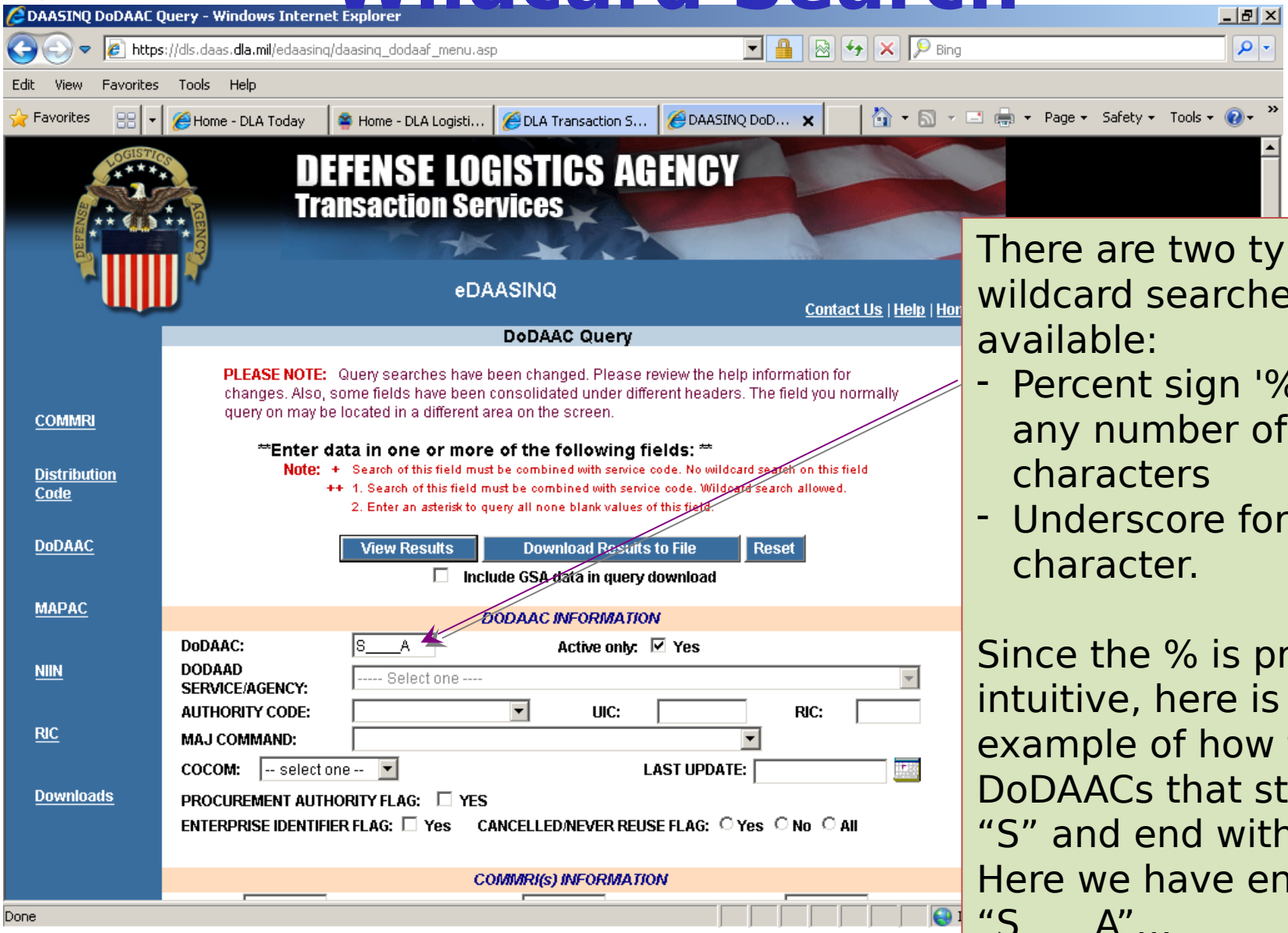
For this search we entered “KF3” in the WPOD and selected “USAF” from the Service/Agency drop down list…

KF3 and USAF



This time only 32 records were found, because the WPOD and Agency criteria were combined to limit the number of records found.

Wildcard Search


DAASINQ DoDAAC Query - Windows Internet Explorer
https://dls.daas.dla.mil/edaasinq/daasinq_dodaaf_menu.asp
DEFENSE LOGISTICS AGENCY
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Contact Us | Help
DoDAAC Query
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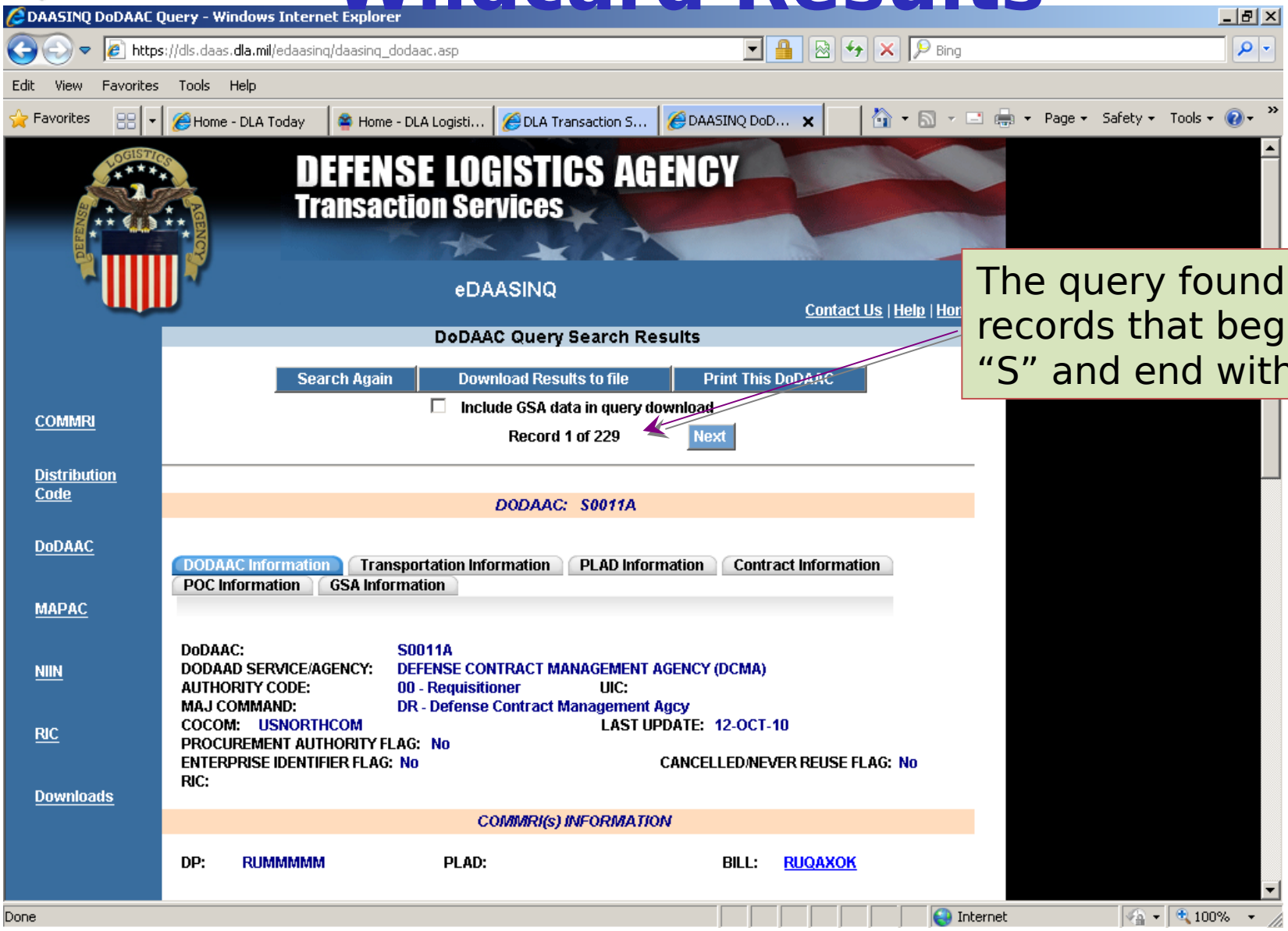
++ 1. Search of this field must be combined with service code. Wildcard search allowed.
2. Enter an asterisk to query all none blank values of this field.
View Results
Download Results to File
Reset
Include GSA data in query download
DODAAC INFORMATION
DoDAAC:
S___A
Active only: Yes
DODAAD SERVICE/AGENCY:
---- Select one ----
AUTHORITY CODE:
UIC:
RIC:
MAJ COMMAND:
COCOM:
-- select one --
LAST UPDATE:
PROCUREMENT AUTHORITY FLAG: YES
ENTERPRISE IDENTIFIER FLAG: Yes
CANCELLED/NEVER REUSE FLAG: Yes No All
COMMRI(s) INFORMATION
COMMRI
Distribution Code
DoDAAC
MAPAC
NIIN
RIC
Downloads
Done

There are two types of wildcard searches available:

- Percent sign '%' is for any number of characters
- Underscore for a single character.

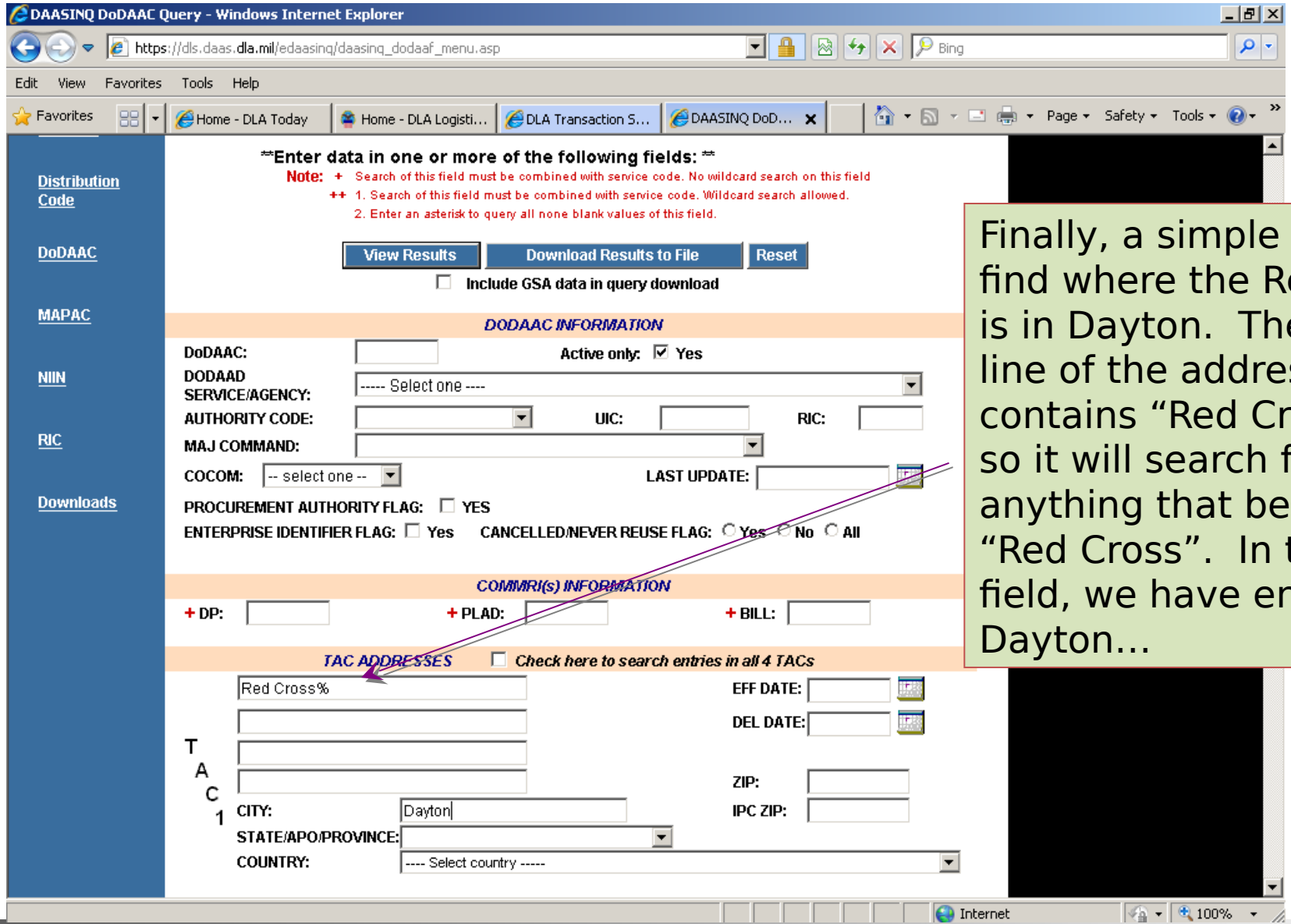
Since the % is pretty intuitive, here is an example of how to find DoDAACs that start with “S” and end with “A”. Here we have entered “S___A”…

Wildcard Results



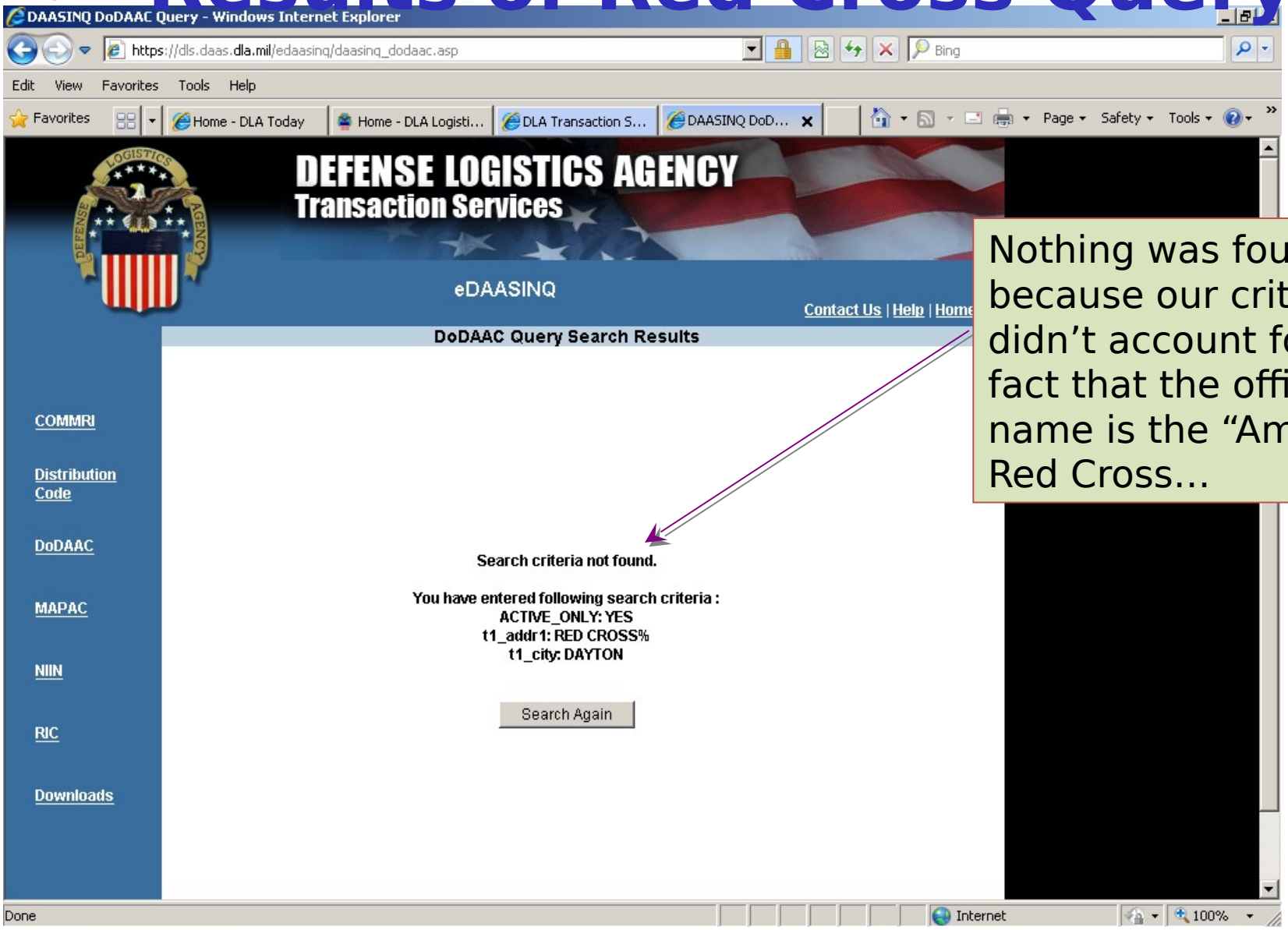
The query found 229 records that begin with “S” and end with “A”.

Search for Red Cross



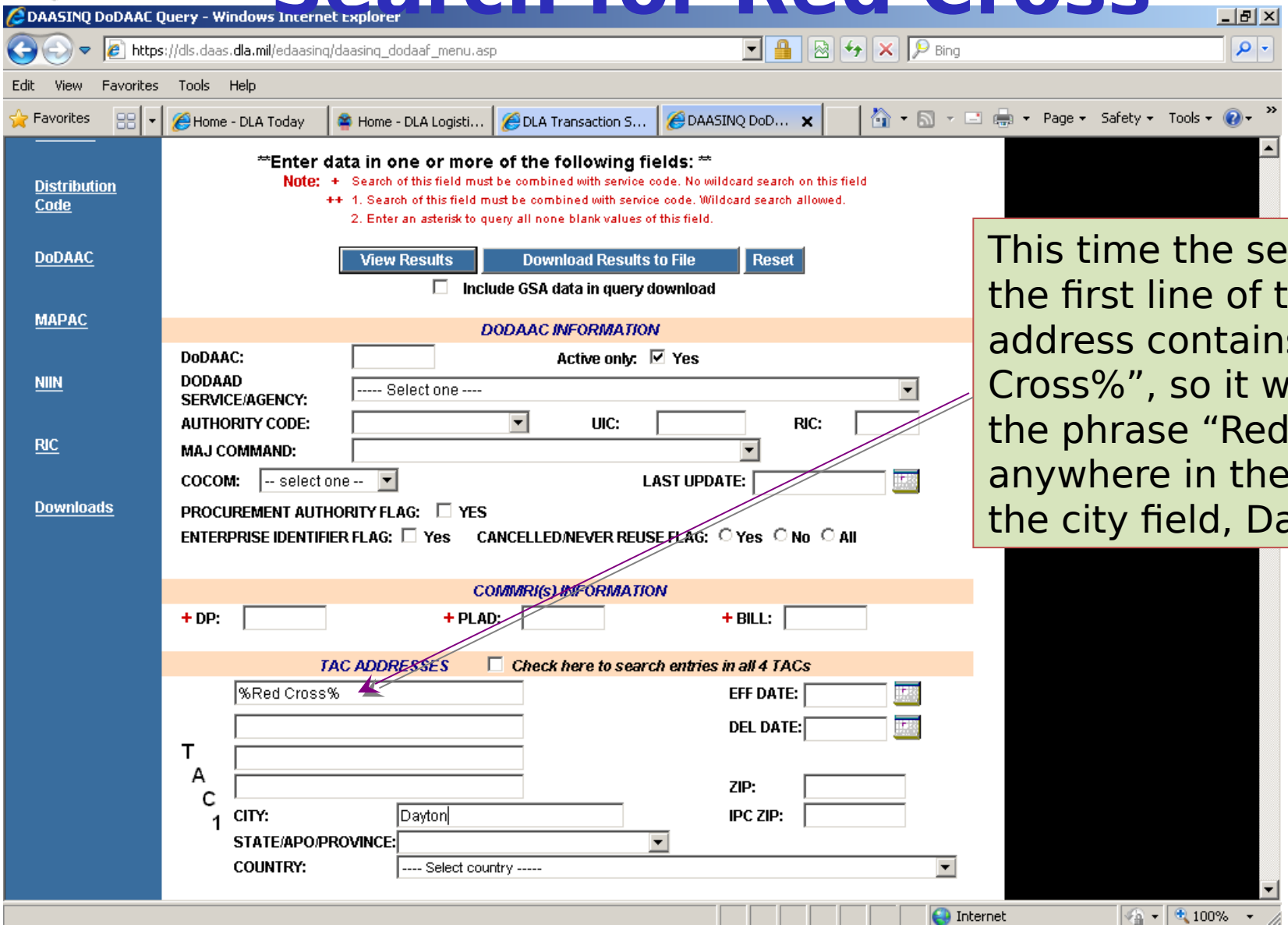
Finally, a simple query to find where the Red Cross is in Dayton. The first line of the address contains “Red Cross%”, so it will search for anything that begins with “Red Cross”. In the city field, we have entered Dayton…

Results of Red Cross Query



Nothing was found, because our criteria didn't account for the fact that the official name is the "American" Red Cross…

Search for Red Cross



This time the search for the first line of the address contains “%Red Cross%”, so it will find the phrase “Red Cross” anywhere in the line. In the city field, Dayton…

Results of Red Cross Query

Only one record found – success!

Learn More About The DoDAAD

- **DoDAAD Procedures: DLM 4000.25-M, Volume 6, Chapter 2**
- **DoDAAD Training: Website DLMS Training Module 8**
- **DLA Logistics Management Standards Support POCs:**

  Mr. Tad DeLaney (703) 767-6885/DSN 427-6885
  Thomas.DeLaney@dla.mil

  Mr. Dale Yeakel (703) 767-8632/DSN 427-8632
  Dale.Yeakel.ctr@dla.mil

  Mr. Larry Tanner (614) 310-6059
  Larry.Tanner.ctr@dla.mil

- **DLA Transaction Services Support POC:**

DoDAAD Links

DoDAAD Updates (account required):

https://www2.transactionservices.dla.mil/portal/portal.asp

eDAASINQ (enhanced query – account required):

https://www2.transactionservices.dla.mil/portal/portal.asp

DAASINQ (query):

https://www.transactionservices.dla.mil/daasinq

DoDAAD PRC:

http://www.dla.mil/j-6/dlmso/Programs/Committees/DoDAAD/dodaad.asp

Current Manual:

http://www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/dlm_pubs.asp#V6

SOP: https://www.dla.mil/j-6/dlmso/CertAccess/eLibrary/Documents/DODAAD/DoDAAD_System_SOP.pdf

Module 7 Quiz

Question 1: The DODAAC is used for:

a) Obtaining material from the federal supply system
b) Specific purposes depending on DoDAAC Authority Code
c) Assignment of the appropriate address for a particular situation (e.g., shipping, billing)
d) All of the above

Question 2: The DODAAD only contains Military address information?

e) True
f) False

Question 3: DLA Logistics Management Standards office is the:

g) System Administrator of the DODAAD
h) Chairs the DoDAAD PRC developing procedures & system requirements
i) Both of the above
j) None of the above

Question 4: DAAS maintains:

a) The hardware, software & authoritative DODAAD database
b) 24/7 Control of the access and distribution of DODAAD data
c) Both of the above
d) None of the above

End of Module 8